REFERENCE MATERIAL

FOR

ADMINISTRATOR CERTIFICATION

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GENERAL STATEMENT

All residential care facilities for the elderly, group homes, and adult residential facilities are required to have a certified administrator. Individuals wishing to become certified administrators must successfully complete an approved Initial Certification Training Program provided by a vendor approved by the California Department of Social Services. Within 60 days of successfully completing an approved Initial Certification Training Program, the individual, unless exempted, must take a test administered by the Department through the Community Care Licensing District Offices. The individual must pass the test with a minimum score of 70 percent. Individuals must have Department of Justice and Federal Bureau of Investigation fingerprint clearances. For group home administrators only, a Child Abuse Index Check clearance is required in addition to the fingerprint clearance. All applicants for certification must pay a non-refundable $100 processing fee.

TEST PROCTOR HANDBOOK

6-5010   PARTICIPANT ELIGIBILITY   6-5010

Residential Care Facility for the Elderly

An individual who wishes to become a certified administrator of a residential care facility for the elderly must first complete all components of the 40-hour Residential Care Facility for the Elderly Administrator Initial Certification Training Program prior to taking the test. A Certificate of Completion from a Department-approved vendor and photo identification such as a driver's license, military I.D., Department of Motor Vehicles I.D. card, or current passport must be presented to the District Office test proctor at the time of the test. If the individual is unable to provide the certificate and/or picture identification, do not allow the individual to take the test.

An individual who possesses a valid Nursing Home Administrator license issued in accordance with the California Business and Professions Code must only complete 12 hours of the 40-hour Residential Care Facility for the Elderly Administrator Initial Certification Training Program, as specified in Section 87406(a)(1)(A) through (C), and is exempt from taking the test.

6-5010   PARTICIPANT ELIGIBILITY (Continued)   **6-5010**

Group Home

An individual who wishes to become a certified administrator of a group home must first complete all components of the 40-hour Group Home Administrator Initial Certification Training Program prior to taking the test. A Certificate of Completion from a Department-approved vendor, and photo identification such as a driver's license, Military I.D., Department of Motor Vehicles I.D., or current passport must be presented, to the District Office test proctor prior to taking the test. If the individual is unable to provide the certificate and/or picture identification, do not allow the individual to take the test.

Adult Residential Facility

An individual who wishes to become a certified administrator of an adult residential facility must first complete all components of the 35-hour Adult Residential Facility Administrator Initial Certification Training Program prior to taking the test. A Certificate of Completion from a Department-approved vendor and photo identification such as a driver's license, Military I.D., Department of Motor Vehicles I.D., or current passport must be presented to the District Office test proctor at the time of the test. If the individual is unable to provide the certificate and/or picture identification, do not allow the individual to take the test.

6-5020   TEST DATE AND LOCATION   **6-5020**

Vendors of the Initial Certification Training Program may contact licensing staff at the District Offices to schedule test dates and locations for administering the test. Proctors may administer the tests in the vendor-provided classroom, at the Licensing Office, or at a location mutually agreed to by the vendor and District Office staff. If participants are unable to take the test when the vendor schedules it for the class, or if a participant must re-take the test, participants may contact licensing staff at the nearest District Office to schedule a date to take the test. The procedures for proctoring the test are the same for all test sites.

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6-5030   PROCTORING THE TEST   6-5030

- Proof of identification is required and must be presented to District Office staff prior to taking the test. Acceptable identification includes a valid California driver's license, Department of Motor Vehicles picture ID card, military ID, or a current passport. This is to ensure that the individual named on the Certificate of Completion is, in fact, the individual who is taking the test. (*Individuals who hold an administrator certificate issued by the Administrator Certification Section, and that is expired for <u>less than four years</u> or have attended continuing education training courses do not meet requirements and should not be permitted to take the test.*) **Individuals who hold an administrator certificate that is expired <u>more than four years</u>, may take the test if they present a Certificate of Completion, provide acceptable identification, and meet the requirements.**

- Individuals **<u>MUST</u>** sign in and complete the information required on the Roster of Participants (LIC 9142b) when arriving to take the test unless the Certification Training Vendor provides a roster (LIC 9142a).

- Instruct individuals on the use of the Scantron sheets (Form No. F-10377-DSS Administrator Data Sheet/Answer Sheet) and what to do when they complete their test. (Proctors may request that individuals remain seated until everyone finishes the test or that they turn in their tests and Scantron sheets upon completion and leave.)

- Inform individuals that the test is not "open-book." Individuals MAY NOT bring any material with them to take the test. Inform individuals that no more than one hour is allowed to take the test.

- Inform individuals that talking during the test is not permitted, and that they should raise their hands if they have questions or need assistance.

- Provide individuals with Scantron sheets, #2 pencils, and tests.

- Instruct individuals to clear everything from the table except the test, Scantron sheet, and a #2 pencil.

- Inform individuals that the test must be turned in, with the Scranton sheet, at the conclusion of the test.

- At the conclusion of the test session, make a copy of each test and roster for your files. This is important in the event the originals become lost in the mail. Forward originals to the Administrator Certification Section, Mail Station 19-47.

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6-5030   PROCTORING THE TEST (Continued)   **6-5030**

On occasion, there may be individuals applying to take the test who have difficulty reading or are unable to read English, perhaps speak another language or have poor vision that would prohibit them from taking the test. In these situations, District Office licensing staff may read the questions and answers to the individual(s) so that they may select an answer. If language is the problem, assistance may be provided by staff within the test site District Office or from another District Office. Individuals may not bring their own interpreter for completing the test. Failing to fix the problem with lighting or other measures, District Office licensing staff may read the test questions and answers to the individual(s) so that they may select an answer. In any situation where test questions and answers must be read to the individual(s) and to prevent disruption to all other individuals, it may be necessary to provide this service in a location outside the main test room.

6-5031   SCANTRON ADMINISTRATOR DATA ANSWER SHEET   6-5031

The Scantron sheet is the only answer sheet that may be used for recording answers to all tests. District Office licensing staff may order Scantron sheets from the Administrator Certification Section and should keep an adequate supply on hand. To order Scantron sheets from the Administrator Certification Section, contact the Officer of the Day at (916) 263-1861. Leave your name, District Office name, mail station, phone number and quantity needed.

Scantron sheets for participants who are retaking the test should be marked with the letter **"R"** on the front of the Scantron sheet at the **upper right-hand corner**.

6-5031   SCANTRON ADMINISTRATOR DATA ANSWER SHEET   6-5031
          (Continued)

Instruct participants to record all answers on the Scantron sheet provided and:

- Use #2 pencil.
- Print legibly in the boxes provided on the Scantron sheet.
- Complete all sections of the Scantron sheet and fill-in each bubble completely.
- Fill-in only one bubble per column, per letter or number.
- Erase thoroughly when changing the marked answer.
- Mark only one answer for each question.
- Include the zero in Date of Birth and Test Date (for example, January 1, would be Jan 01).

Scantron sheets must be reviewed for completeness by the test proctor prior to the individual leaving the test site. Scantron sheets received by the Administrator Certification Section which are incomplete will be returned to the District Office for completion unless a complete "Roster of Participants" is enclosed with the Scantron sheets. This will cause a delay in getting the test result to the participant.

6-5032   ROSTER OF PARTICIPANTS   6-5032

The Certification Training Vendor must submit a Roster of Participants (LIC 9142a) who have completed their course to District Office licensing staff. If the vendor does not provide a Roster of Participants, all participants at the test site must complete the Roster of Participants - For Test Use Only (LIC 9142b).

A Roster of Participants must accompany each batch of Scantron sheets mailed by District Office licensing staff to the Administrator Certification Section.

All requested information must be included. The Roster of Participants must include:

- First & last name of the participant.
- Address.
- City, state & zip code.
- Social security number (voluntary).
- Date of birth.
- Facility name (if already employed by a facility).
- Facility number (if already employed by a facility).
- Telephone number.
- Test number that participant was given.

Every Roster of Participants must also include the location where the test was administered, (District Office name), the date, and name and signature of the District Office licensing staff who proctored the test.

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6-5033   ADMINISTRATOR CERTIFICATION TESTS   6-5033

Keep tests for each facility type separate, using the appropriate residential care facility for the elderly, group home or adult residential facility test. Make enough copies to have a good supply of tests available at each test site. (Confusion may be avoided by copying residential care facility for the elderly, group home, and adult residential facility tests on different color paper.)

- Instruct individuals not to write on the test.
- Note how many tests are distributed during each session making sure that all tests are returned at the conclusion of the test session.
- Collect Scantron sheets and the tests from the individuals at the conclusion of the test session.

The Administrator Certification tests are revised periodically. Destroy all old tests when new versions are received.

If you have any questions, contact the Administrator Certification Section at (916) 263-1861.